Instructions

When making changes to your record in NMLS New York requires advance notification for some changes.

New York regulated mortgage bankers and mortgage brokers holding an Exempt Mortgage Loan Servicer Registration must follow the amendment guidelines posted under Mortgage Broker Registration or Mortgage Banker License, as applicable.

Non-profit Organizations and Passive Mortgage Loan Servicers exempted by the Superintendent must submit written communication signed by an authorized officer detailing the nature of the proposed changes at least 30 days before the effective date of such change.

WHO TO CONTACT – Contact Mortgage.Exempt@dfs.ny.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.